

Complementary Medicine First Aid Kit Policy

Purpose:	The purpose of this Policy is to permit Students to have access to Complementary Medicine First Aid Kit items whilst attending school or school – based activities	
Scope:	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	FINAL	Supersedes: NEW
Authorised by:	Board Chair	Date of Authorisation: 20 July 2020
References:	<ul style="list-style-type: none"> • Australian Privacy Principles 	
Review Date:	Initially 6 months, and annually from then onwards.	Next Review Date: March 2021
Policy Owner:	School Governing Body (Cairns Rudolf Steiner School Ltd)	

Issued by the:

Governing Body of the Cairns Rudolf Steiner School Limited



Mr Alan MacLean
Chairperson
Cairns Rudolf Steiner School Limited
Issued: 20 July 2020

Policy Statement

Cairns Hinterland Steiner School (**the School**) is committed to ensuring that in addition to Standard First Aid Kit items, students have access to Complementary Medicine First Aid Kit items for the treatment of non-emergency first aid if the parents' consent to the use of such Complementary Medicine First Aid Kit items and where considered appropriate by the School's First Aiders.

In order to ensure that Students have access to the Complementary Medicine First Aid Kit items, the School will:

- (a) Engage a registered Homeopath to assist in selecting items and to undertake appropriate training (**School Homeopath**);
- (b) Liaise with the School Homeopath to prepare a list of homeopathic/complementary items for the treatment of minor ailments and injuries ensuring such items are either approved for inclusion on the Australian Register of Therapeutic Goods or approved for use by the School Doctor;
- (c) Liaise with the School Homeopath to prepare a School Complementary Medicine's School Plan (**Complementary Medicine's Plan**) detailing the types of ailments/injuries that could be treated, a detailed outline of what treatment could be provided and prepare an outline of the required training for staff with respect to the Complementary Medicines items;
- (d) Provide the Complementary Medicine's Plan to the School's First Aid trainer/s and other personnel and School Doctor for approval and identification of any risks or implementation they consider should be managed;
- (e) Train our staff in administration of these items;
- (f) Provide a copy of the Complementary Medicine's Plan and necessary advices to parents and provide them the choice to request the use of the Complementary Medicine First Aid Kit items as part of the School's non-emergency first aid regime where considered appropriate by the School's First Aiders.

The School is committed to ensuring access is available to these homeopathic/complementary items which fit with the Ethos of the School.

Documentation

Prior to a Student having access to the Complementary Medicines First Aid Kit items, parents must complete a General Complementary Medication Authority for the Student which will provide consent to the School using all of the Complementary Medicines First Aid Kit items. Parents will not be able to pick and choose from the list but will need to consent to their child/ren having access to the entire list of Complementary Medicine First Aid Kit items if they wish them to have any access.

School's Position on Administration of Emergency Medication

The Board of the School requires emergency First Aid procedures to be followed in the case of anaphylactic or suspected anaphylactic. This includes the administration of an EpiPen in the first instance, calling emergency services (000) and contacting parent/carers.

For all other emergencies, staff will follow standard first aid training, including the provision of emergency medication and emergency first aid treatment as the situation requires.

The Complementary Medicine First Aid Kit items will not be used for situations which are deemed to be emergencies.

Staff training

The School will ensure that appropriate levels of training are provided for administering the Complementary Medicine First Aid Kit items.

Definitions

- General Complementary Medication Authority – means the approved form issued by the School to parents/guardians by which parents request that their child/ren have access to the Complementary Medicine First Aid Kit items for non-emergency situations in accordance with the Complementary Medicine's Plan.

Responsibilities

School Responsibilities

Where a General Complementary Medication Authority is provided, the School acknowledges its responsibility to:

- Administer the Complementary Medicine First Aid Kit items (where it is appropriate to use such items) in accordance with the Complementary Medicine's Plan;
- Keep appropriate records;
- Store Student medical information appropriately;
- Ensure that appropriate levels of training are provided for relevant staff in administering the Complementary Medicine First Aid Kit items.

Staff Responsibilities

School employees have the responsibility when administering the Complementary Medicines First Aid Kit items to:

- Attend any training required by the School to enable them to safely administer all Complementary Medicine First Aid Kit items;
- Consider whether the use of the Complementary Medicines First Aid Kit items is appropriate;
- Confirm if the parents of the child requiring treatment have 'opted in' or 'opted out' of the use of Complementary Medicine First Aid Kit items;
- Administer the Complementary Medicine First Aid Kit items in line with this Policy and the Complementary Medicine's Plan.

Parent Responsibilities

Parents have a responsibility to:

- Act in line with this Policy;
- Consider whether the use of the Complementary Medicines First Aid Kit items are suitable for administration to their child/ren;
- Submit the appropriate documentation when requesting the School to administer the Complementary Medicines First Aid Kit items in appropriate non-emergency situations;
- Recognise that the School's First Aiders will have the final decision as to the use of the Complementary Medicines First Aid Kit items depending on the specific requirements of the situation;

- Submit any other medical information or records required by the School to safely administer the Complementary Medicines First Aid Kit items.

Students

Students have a responsibility to:

- Act in line with this Policy;
- Allow employees to safely administer the Complementary Medicine First Aid Kit items if their parents have 'opted in' for them to receive the Complementary Medicine First Aid Kit items.

Implementation

At the School, we are committed to ongoing:

- Awareness – regularly raise awareness of the availability of the Complementary Medicine First Aid Kit items and the Complementary Medicine's Plan, including by the development and implementation of this Complementary Medicine First Aid Kit Policy and by the clear support and promotion of the Policy by the School Board and Executive Management Team;
- Training – regularly educate and train employees appropriately on how to administer the Complementary Medicine First Aid Kit items;
- Record Keeping, Monitoring, Reporting – keep appropriate records, monitor and review;

Compliance and Monitoring

- Every student has a comprehensive medical form on their file, stored in both hard copy and electronic copy;
- Which will include the General Complementary Medication Authority signed by parents 'opting in or 'out' of the use of the Complementary Medicine First Aid Kit items;
- Documentation of the administration of any items out of the Complementary Medicine First Aid Kit items will be kept on file for the duration of the student's enrolment at the School. This information will be held on the student's file in both hard copy and electronic copy.

This information will include:

- The name of the person and medication was administered to;
- The name of the person who administered that First Aid;
- The date of the administration;
- The time of the administration;
- Any adverse events.